

## RECORDS MANAGEMENT PROGRAM

### RECOMMENDED GENERAL RETENTION SCHEDULE FOR RECORDS MANAGEMENT RECORDS AND RELATED DOCUMENTS

**1. Description of Records:** RECORDS MANAGEMENT PLANNING

*(Records pertaining to development establishment, supplementation, and issuance of records management policies, procedures and guidelines governing conduct of the statewide or an agency wide records management program.)*

**Retention Period:** Retain as permanent.

**2. Description of Records:** STD FORM 70, RECORDS INVENTORY WORKSHEET

**Retention Period:** Retain as "Current" until next inventory, or when no longer needed for reference or analysis, whichever is later.

**3. Description of Records:** STD FORM 72, RECORDS RETENTION SCHEDULE  
APPROVAL REQUEST

**Retention Period:** Retain as "Current" until revised, superseded or rescinded.

**NOTE:** Although revision is required every five years from the date approved by DGS, records retention schedules that are not revised remain in effect but are considered non-current.

**For DGS Records Management:** Retain as permanent, agency records retention schedule approval request.

**For State Archives:** Retain as permanent, agency records retention schedule approval request.

**4. Description of Records:** STD FORM 73, RECORDS RETENTION SCHEDULE

**Retention Period:** Retain as "Current" until revised, superseded or rescinded.

**NOTE:** Although revision is required every five years from the date approved by DGS, records retention schedules that are not revised remain in effect but are considered non-current.

**For DGS Records Management:** Retain as permanent, agency records retention schedules.

**For State Archives:** Retain as permanent, agency records retention schedules.

**5. Description of Records:** STD FORM 71, RECORDS TRANSFER LIST

**Retention Period:** Retain as "Current" until all records listed have been either destroyed, retired permanently, transferred to the State Archives, or when no longer needed, whichever is later.

**For State Records Center:** Retain as permanent.

**6. Description of Records:** STD FORM 76, STATE RECORDS CENTER REFERENCE REQUEST

**Retention Period:** Retain as "Active" until request for referral or withdrawal is completed.

**For State Records Center:** Retain one year from the date the referral or withdrawal is completed.

**7. Description of Records:** AUTHORIZATION FOR RECORDS DESTRUCTION (*Computer Printout*)

**Retention Period:** Retain for two years from date destruction is authorized. Then retain two more years or until audited, whichever occurs first (maximum of four years).

**For State Records Center:** Retain as permanent.

**8. Description of Records:** GS FORM 50, STATE RECORDS SPECIAL AUTHORIZATION

**Retention Period:** Retain for two years from date special authorization is certified. Then retain two more years or until audited, whichever occurs first (maximum of four years).

**For State Records Center:** Retain as permanent.

**9. Description of Records:** ANNUAL PROGRESS REPORT ON RECORDS  
MANAGEMENT AND RELATED DOCUMENTS

**Retention Period:** Retain for three years after date submitted, or when no longer needed for reference or analysis, whichever is later.

**For DGS Records Management:** Retain as permanent.

**10. Description of Records:** CalRIM FORM 75, RECORDS HOLDINGS/DISPOSALS  
ANNUAL REPORT

**Retention Period:** Retain for three years from date submitted, or when no longer needed for reference or analysis, whichever is later.

**For DGS Records Management:** Retain as permanent.

**11. Description of Records:** CalRIM FORM 25, ANNUAL MICROFILM/ELECTRONIC IMAGE  
MANAGEMENT (EIM) ACTIVITY REPORT

**Retention Period:** Retain for three years from date submitted, or when no longer needed for reference or analysis, whichever is later.

**For DGS Records Management:** Retain as permanent.

- 12. Description of Records:** STD FORMS 66 OR 65, PURCHASE ESTIMATE OR CONTRACT/DELEGATION ORDER *(Related to Records Management Filing or Micro-graphics Equipment)*

**Retention Period:** Retain at least two years from end of fiscal year in which encumbrance is liquidated. After two years, destroy after audit or four years, whichever occurs first.

**EXCEPTION:** Any contract or interagency agreement which is exempt from review by the Department of General Services *(see SAM Section 1215)* shall be retained for three years or until audited by the Department of General Services, whichever occurs first.

**For DGS Records Management:** Retain four years from year approved, or when no longer needed for reference or analysis, whichever is later.

- 13. Description of Records:** STD FORM 2, STANDARD AGREEMENT AND RELATED DOCUMENTS *(For Micrographics Services, Etc.)*

**Retention Period:** See preceding Item 13.

**For DGS Records Management:** Retain seven years from date approved, or when no longer needed for reference or analysis, whichever is later.

- 14. Description of Records:** OTHER RECORDS MANAGEMENT OPERATIONS *(Records related to requests for waivers to policy (justification, special circumstances, etc.), presentation of training courses and other records management operations not covered elsewhere.)*

**Retention Period:** Retain until no longer needed for reference or analysis, whichever is later.

- 15. Description of Records:** RECORDS MANAGEMENT CONSULTATION VISITS *(Requests for assistance, reports of visits, or audit assistance (including observations, recommendations, and follow-up actions), and other directly related records relating to scheduled or special visits to perform records management assistance to state agencies.)*

**Retention Period:** Retain until completion of next comparable visit or when no longer needed, whichever is sooner.

**For DGS Records Management:** Retain as permanent.

- 16. Agency Records Management Program:** Staff appointed to manage the agency program, are to list on their Records Retention Schedule (where they are assigned within the agency), all relevant records management documents, i. e., record copies of unit records retention schedules, records transfer lists, authorization for destruction, to ensure proper program administration and compliance.